

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 19, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, JOHN VAN DYCK, VICKY VAN VONDEREN and CHRISTOPHER WAGNER

**EXCUSED:** TIM NIXON

**ALSO PRESENT:** Lynn Stainbrook, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Terry Watermolen; Rick Schadewald (Brown County Supervisor); and Troy Streckenbach (Brown County Executive).

**CALL TO ORDER and WELCOME NEW MEMBER** President Kathy Pletcher called the meeting to order at 5:15 p.m. Terry Watermolen attended the opening of the meeting to accept the Resolution of Appreciation presented to him for his service on the Library Board. K. Pletcher welcomed Chad Bianchi who is filling Terry Watermolen's seat on the Board. Introductions were made.

### **CONSENT ITEMS**

**a. Approve/modify agenda** There were no changes to the agenda. **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the agenda. **Motion carried.**

**b. Approval of minutes** **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the May, 2014 minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

Rick Schadewald, B.C. Supervisor representing District 24 Howard/Hobart area, announced his desire for two-way communication between the Library Board and the County Board. He is interested in building a county for a 21<sup>st</sup> century society. His vision is for Brown County to become a place where people are proud of what's been done and proud of what will be done. He recognizes that libraries are changing and is interested in the library's ideas for making things better.

### **COUNTY EXECUTIVE TROY STRECKENBACH**

County Executive Streckenbach was present to speak to the Board. He noted that the Brown County Library system is important to the community and thanked the Board for delivering a level of service our residents expect.

The two-year term of the County Board has sometimes caused issues in accomplishing goals due to the turnover of the representatives but Troy is looking at the bigger picture – beyond the 2-year terms. He explained that certain things can't change like the county's 2.2 million square feet. Levy limits create challenges and the County Board is not prepared to raise taxes. Certain mandated services require budget increases which lead to shortfalls in other areas. He is interested in assigning the library's remaining \$1M bonded funds for a bigger project and not nickel and diming small projects.

Recognizing the challenge of funding projects, the County Executive is interested in reducing the footprint of Brown County. What are the long term space utilizations? How do we reduce footprint? What about inefficient buildings and vacant space in county buildings? A long-term vision is needed. He proposes looking at other markets to see what they are doing to be bold and how they are making a statement. We need to get people talking about our community. He referred to an article he read about how Gen-Y's are looking for quality of life more than pay and that they want to be involved in an organization, strategic planning, civic duty and volunteering, etc.

He believes that the approach for buildings, spaces, and services needs to be diversified. While he is open to talking about a \$400,000 roof repair at the Ashwaubenon Branch, maybe building a new library near the community center should be discussed. The Southwest Branch is a perfect little operation but looking to the future and where technology may lead, perhaps the vicinity should be questioned. The County is prepared to talk about the seriousness of the state of the buildings. He reiterated that there would not be a levy increase for services and mandated areas are suffering.

As discussion and decisions on bathrooms are embarked on, the County Executive cautions about spending money unwisely. He reminded that maintenance of the county's 2.2M square feet is a county responsibility. He asked what the library will do to market the libraries so that people want to come here. What will be the "flag in the ground?" How can the county be first to market? People are looking for experience, cultural opportunities and amenities.

V. Van Vonderen asked if there was a committee working on a strategic plan for the county and how people can get involved in the county plans now. T. Streckenbach replied that we need to be bold and innovative in order to be competitive. Some facilities like the jail and airport and probably the courthouse are off the table. A facility report is being conducted by BC Public Works with results expected in early fall. T. Streckenbach presumes that the report will indicate a percentage by which spaces and building could potentially be reduced. Some buildings lack parking making them difficult to sell.

N. Jeske suggested talking to different segments of people to discover what they want as they sometimes see things in a different light. C. Bianchi added that choosing the right benchmark to measure the library against is important and the best option may not be another library.

J. Van Dyck commented that if we are going to make progress all options must be considered as things change. Consideration for a happy medium that serves the greatest amount of people must be given. He cited Cultural Boards that exist in other communities as an example. While it may not be comfortable, everything needs to be put on the table. T. Streckenbach replied that the county needs to be honest about financial constraints and he is prepared for that difficult conversation about finances.

K. Pletcher would like to continue down the renovation plan (at least parts of the plan) path that began two years ago and work with county board members, county administration, other leaders in the community, and stakeholders. The Board does not want to work independently. If the cost makes economic sense it can be justified. C. Buboltz noted that smart decisions for all facilities (including whether they are needed or not) must be made.

The County Executive stated that Brown County will have libraries but we need to re-invent and re-brand ourselves. With current demographic shifts, it is time to rethink strategies and if we do so, the county could be in a very good position in ten years. B. Nielsen commented that when Schreiber Global Headquarters was built downtown the expectation was to be there for at least 40 years and asked what long-term means to the county. T. Streckenbach defined long-term as 30 – 40 years.

*N. Jeske left the meeting at 6:15 p.m.*

V. Van Vonderen noted that long-term planning doesn't have to be difficult if you can break it in pieces. It is important to communicate the purpose, vision, and values to collective minds in both the private and public sectors. When everybody shares the vision then energy can be spent on accomplishing the vision. T. Streckenbach said we can't change the buildings but we can change what happens inside (programs) and wonders how to strategically approach the library. He would like to better understand from the library what the library would do be 'first to market'. The plan for the Central Library renovation was dramatic and would have put Brown County on the map.

The county facility space needs plan is being conducted in two phases with cultural institutions being part of the second phase. J. Van Dyck suggested that the jurisdiction of the library and museum, both of whom have unique demands, go through Ed & Rec and not PD&T. It seems reasonable that programs should be handled by the Library Board and Ed & Rec and structure/facilities be overseen by PD&T.

In closing, the County Executive will find out from Public Works Director Paul Van Noie the scope and timeline of project and will set up a committee including library board members to try and figure how to manage 2.2 M square feet and manage finances long-term. C. Wagner expressed his desire to walk down that path together as the library plays a critical role in continuum of children.

*T. Streckenbach left the meeting at 6:35 p.m.*

## **STRATEGIC PLAN**

The Strategic Direction (Priorities, Strategies and Tactics) worksheet was projected to show the Board the document that staff is working with to track progress of strategic directions.

## **LIBRARY BUSINESS**

### **a. Information Services Report**

Questions about SaaS (cloud) pricing were worked out including payment over time instead of all at once. August Neverman, the new BCTS Director, indicated that this environment is a better option for the library and worth pursuing. L. Stainbrook will follow-up with August to request confirmation of his support in writing. SaaS should eliminate many tech-related issues.

The Edge Initiative, provided by the Bill & Melinda Gates Foundation, is a technology survey that provides an assessment and recommends improvements. It does not fund improvements. BCL was selected to be part of the survey and is currently working through the results and discussing how recommendations can be implemented. The library's IT Librarian will present on the Edge survey at a future meeting.

Printing on the wireless network continues to be an issue. Problems include the slow communication between the computer and the printer and the wireless network disconnecting multiple times during the day.

**b. Financial Manager's Report, Bills and Donations** There were no bills out of the ordinary. The gas budget is expended. J. Van Dyck asked for a brief summary of financials for quicker digestion in addition to the regular reports. **Motion** by J. Van Dyck, seconded by C. Wagner, to approve the April, 2014 financial statements and the April and May, 2014 Gifts, Grants and Donations as follows:

**April, 2014****Gifts & Donations**

|          |  |                    |                             |
|----------|--|--------------------|-----------------------------|
| 04/01/14 | Central Donation Box (various donors)  | 35.16              | Children's Garden Southwest |
| 04/10/14 | James Sawyer                           | 100.00             | Improvements                |
| 04/22/14 | Friends of Brown County Library        | 56.19              | Paws for Tales Program      |
| 04/22/14 | Friends of Brown County Library        | 94.16              | Every Child Ready to Read   |
| 04/22/14 | John Bettinger                         | 50.00              | Children's Garden Southwest |
| 04/24/14 | Widen Family                           | 1,100.00           | Improvements                |
| 04/24/14 | Branch Buddies of Brown County Library | 148.88             | Weyers-Hilliard Supplies    |
| 04/01/14 | Ashwaubenon                            | 11.68              | Donation Box                |
| 04/01/14 | Bookmobile                             | 7.00               | Donation Box                |
| 04/01/14 | East                                   | 41.66              | Donation Box                |
| 04/01/14 | Weyers/Hilliard                        | 11.13              | Donation Box                |
| 04/01/14 | Central Circulation                    |                    | Donation Box                |
| 04/01/14 | Kress                                  | 22.07              | Donation Box                |
| 04/01/14 | Pulaski                                | 5.10               | Donation Box                |
| 04/01/14 | Southwest                              | 19.00              | Donation Box                |
| 04/01/14 | Wrightstown                            | 17.63              | Donation Box                |
|          | <b>Total Donations</b>                 | <b>\$ 1,719.66</b> |                             |

**Federal & State Grants**

|          |                                  |                    |                        |
|----------|----------------------------------|--------------------|------------------------|
| 04/30/14 | Nicolet Federated Library System | \$ 115.00          | Continuing Education   |
| 04/30/14 | Nicolet Federated Library System | 6,028.50           | Collection Development |
|          | <b>Total Grants</b>              | <b>\$ 6,143.50</b> |                        |

**May, 2014****Gifts & Donations**

|          |  |                    |                            |
|----------|--|--------------------|----------------------------|
| 05/01/14 | Central Donation Box (various donors)      | 44.34              | Children's Garden          |
| 05/01/14 | Wrightstown "An Evening in Tuscany" Donors | 640.00             | Wrightstown Materials      |
| 05/01/14 | FBCL/Wrightstown Area Library Committee    | 3,185.03           | Wrightstown Operating Exp. |
| 05/08/14 | Olde Norwood Neighborhood Association      | 150.00             | Southwest Carnival         |
| 05/22/14 | Friends of the Brown County Library        | 4,500.00           | Summer Reading Classes     |
| 05/22/14 | Branch Buddies of the Brown County Library | 716.94             | Supplies & Equipment       |
| 05/22/14 | James & Julia Norton                       | 150.00             | East Children's Classes    |
| 05/29/14 | Sandra Bohlman - In Memory of Mary Bohlman | 100.00             | East Children's Classes    |
| 05/01/14 | Ashwaubenon                                | 24.45              | Donation Box               |
| 05/01/14 | Bookmobile                                 | 7.12               | Donation Box               |
| 05/01/14 | East                                       | 40.66              | Donation Box               |
| 05/01/14 | Weyers/Hilliard                            | 17.56              | Donation Box               |
| 05/01/14 | Central Circulation                        |                    | Donation Box               |
| 05/01/14 | Kress                                      | 65.77              | Donation Box               |
| 05/01/14 | Pulaski                                    | 11.50              | Donation Box               |
| 05/01/14 | Southwest                                  | 15.34              | Donation Box               |
| 05/01/14 | Wrightstown                                | 22.13              | Donation Box               |
|          | <b>Total Donations</b>                     | <b>\$ 9,690.84</b> |                            |

**Federal & State Grants**

|          |                                  |                    |                        |
|----------|----------------------------------|--------------------|------------------------|
| 05/31/14 | Nicolet Federated Library System | \$ 15.75           | Continuing Education   |
| 05/31/14 | Nicolet Federated Library System | 9,806.61           | Collection Development |
|          | <b>Total Grants</b>              | <b>\$ 9,822.36</b> |                        |

**Motion carried.**

- c. **Facilities Report** C. Beyler reported that the Central Library cooling tower project is complete as is the punch list. It is working well. Preparing the Cellcom Children's Edible Garden for the recent vine-cutting was a major focus of the maintenance staff. L. Stainbrook commented how hard maintenance staff worked. Concrete rings (2) 4ft and (2) 3ft rings that would be used as planters were donated and delivered from County Materials Corporation. There are many elements that still need to be completed. Ashwaubenon's permeable parking lot is about half done and is expected to be finished by next week. The Born Learning Trail at the Southwest Branch was unveiled today at a ribbon cutting. Facilities staff recently added bark to the picnic table area. New meeting room chairs arrived. Central, Ashwaubenon and East will each receive an allotment. Central emergency lighting and transfer switch projects are complete. Exterior pole lighting is complete. The lamps for the soffit retrofit have not yet arrived. Electrical work is being performed by Hi-Tech Lighting. Total Energy Systems has an employee who happens to be an expert on 40-year old gas generators and he was able to adjust a generator valve which will allow the freight and east public elevator to run on a generator should the building lose power.

**NICOLET FEDERATED LIBRARY SYSTEM (NFLS)**

a. **Lease Negotiations** A committee needs to be formed to look at the lease. L. Stainbrook reminded that federated systems were formed to support member libraries. If they move out and pay rent somewhere else, that is money taken away from a member library. (At present, rent is paid to BCL) C. Wagner asked if NFLS was looking for same amount of space. That is unknown. Delivery costs from Central to new space also have to be considered as an expense. This move is a concern for BCL as the library would lose \$60,000 in rental income. Mark Merrifield has not presented a new lease to Lynn Stainbrook. The lease ends December 31, 2014. J. Van Dyck asked if the space could be rented to another county department. All options will be considered and the 11,000 sq. ft. space potential will be mentioned to Paul Van Noie. C. Bianchi is willing to be part of the negotiation.

K. Pletcher noted that a committee was formed regarding library system consolidation but have not met yet. Corrie Campbell, who serves on the NFLS Board, suggested that county boards get involved. It would be a good idea to get stakeholders involved in the process. There are 17 library systems each with their own director. Some are single county systems. NFLS is an 8-county system. Wisconsin's library community has researched combining systems. The Outagamie Waupaca Library System indicated that their county boards would not allow it. C. Wagner mentioned this issue to Dave Hansen, Troy Streckenbach and Eric Genrich. He is in support of combining systems. Language to study this issue was introduced at the last state budget. Governor Walker line-item vetoed that language because no funding for the study was included. There is still a lot of interest among legislators.

**APPROVE LATE OPENING ON FRIDAY, SEPTEMBER 19, 2014 FOR PURPOSES OF ALL STAFF DEVELOPMENT DAY.** **Motion** by C. Buboltz seconded by B. Nielsen, to approve a late opening at 3:00 p.m. for all library locations on Friday, September 19, 2014 for the purpose of an all staff development day. **Motion carried.**

**PERSONNEL COMMITTEE**

a. **Approve Changes in Benefits Policy – LTE and Banked Sick Leave Payout**

**Benefits Policy:**

After discussion, **motion** by J. Van Dyck, seconded by C. Buboltz, to refer back to the Personnel Committee, for further refinement.

**Motion carried.**

**Employee Leave B Policy:**

The proposed change returns the language to the original contract language. **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the changes Employee Leave Pay. **Motion carried.**

**Personnel Administration – cleanup of language.**

Suggested changes included defining a LTE as an employee who works, on average, under ten hours per week; and allowing any changes in the Table of Organization that are cost-neutral, reduce costs or are under \$5000 (annual basis) to be made by the Library Director without Library board approval.

After discussion regarding layoffs, a **motion** was made by C. Buboltz, and seconded by B. Nielsen to approve the suggested changes and refer the layoff section back to the Personnel Committee for further refinement. **Motion carried.**

b. **Approve Change in Table of Organization**

**The Library Director recommends that the Library Board delete the four 11-hour Library Services Assistants (2 at Ashwaubenon; 1 at Weyers-Hilliard; and 1 at Central Circulation) and add one 19.5-hour Library Services Assistant at Ashwaubenon and one 9-hour Shelver at Weyers-Hilliard.** **Motion** by V. Van Vonderen, seconded by C. Bianchi to approve the Director's recommendation, resulting in a total net savings of \$12,129.94 as described below.

| Position                                | Hours | Location      | Wage Rate | Salary       | Fringe      | Total        | Net Savings    |
|---|-------|---------------|-----------|--------------|-------------|--------------|----------------|
| <i>delete:</i>                          |       |               |           |              |             |              |                |
| .29 Library Services Asst.              | 11    | Ashwaubeno    | \$ 10.52  | \$ 6,016.70  | \$ 479.00   | \$ 6,495.70  |                |
| .29 Library Services Asst.              | 11    | Ashwaubeno    | \$ 10.52  | \$ 6,016.70  | \$ 911.00   | \$ 6,927.70  |                |
| .29 Library Services Asst.              | 11    | Weyers-Hillie | \$ 10.52  | \$ 6,015.50  | \$ 911.00   | \$ 6,927.70  |                |
| .29 Library Services Asst.              | 11    | Circulation   | \$ 10.52  | \$ 6,015.50  | \$ 479.00   | \$ 6,495.70  |                |
|   |       |               |           |              |             |              | \$ 26,846.80   |
| <i>add:</i>                             |       |               |           |              |             |              |                |
| .52 Library Services Asst.              | 19.5  | Ashwaubeno    | \$ 10.52  | \$ 10,667.28 | \$ 4,533.59 | \$ 15,200.87 |                |
| .27 Shelver                             | 9     | Weyers-Hillie | 7.25      | \$ 3,393.00  | \$ 548.99   | \$ 3,941.99  |                |
|   |       |               |           |              |             |              | \$ (19,142.86) |
| <i>Savings from previous TO changes</i> |       |               |           |              |             |              | \$ 2,360.00    |
| <b>TOTAL NET SAVINGS</b>                |       |               |           |              |             |              | \$ 12,129.94   |

**Motion carried.**

This table of organization change, was submitted for approval at the June 18, 2014 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on July 2, 2014 as part of the Director's Report and attached to the meeting minutes.

**c. Approve Policy Allowing Director to Change table of Organization when Cost-Neutral** This was approved under Personnel Administration.

**d. Report of Personnel Committee**

L. Stainbrook reviewed odd-hour positions and found that the library has (21) 11-hour and (27) 19.5-hour Library Service Assistants and (6) 18.75-hour Library Associates. It is proposed that the 18.75 hour positions be transitioned to 20 hours which would result in a \$11,295 increase.

No action was taken since this is not an action item. The Personnel Committee will discuss this option further and bring a recommendation back to the Board.

**OLD BUSINESS**

**a. Adjacent County Payment for Services** Discussion on this topic was deferred. A memo was distributed for informational purposes. It was also noted that a bill was received from Outagamie County.

**PRESIDENT'S REPORT** The Bookmobile came up for discussion at the County Board meeting. L. Stainbrook had reported the Bookmobile's future plans to Ed & Rec. K. Pletcher was called by Pat Evans regarding services to Mason Manor. A meeting with K. Pletcher, L. Stainbrook, S. Lagerman, Pat Evans, and Nikki Aderholdt, senior manager at Mason Manor was held and good discussion took place. The change in outreach services is not about cutting services to the poor and underprivileged as implied. It is an effort to serve Bookmobile users differently and better. Some County Board members felt the Library Board should have come to them first to introduce new and replacement services as this would have reduced the uncertainty created.

A list of stops, those being discontinued and a justification for their discontinuance will be developed. It was also suggested that a satisfaction survey be conducted at each stop.

**DIRECTOR'S REPORT**

Two excellent candidates turned down the open Children's Librarian position at the central Library. K. Young reported that one was offered another job that kept her closer to family. The other candidate asked if we could wait for her while she interviewed somewhere else – it was felt that she received poor counseling advice on negotiating.

Wisconsin's first lady Tonette Walker was a guest at the Born Learning Trail ribbon cutting at the Southwest Branch.

C. Buboltz commented that having a child cut the vine at the Cellcom Children's Edible Garden opening was a good idea.

**CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c)** for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. **Motion** by V. Van Vonderen, seconded by C. Buboltz to move into Closed session at 8:25 p.m. L. Stainbrook was invited to stay. Aye: C. Buboltz, V. Van Vonderen, B. Nielsen, C. Bianchi, J. Van Dyck, C. Wagner and K. Pletcher. Nay: None. **Motion carried.**

**Motion** by B. Nielsen, seconded by V. Van Vonderen, to return to open session at 8:40 p.m. Aye: C. Buboltz, V. Van Vonderen, B. Nielsen, C. Bianchi, J. Van Dyck, C. Wagner and K. Pletcher. Nay: None. **Motion carried.**

**APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION**

**Motion** by B. Nielsen, seconded by V. Van Vonderen, to approve the letter of appointment for Library Director Lynn Stainbrook.

**Motion carried unanimously.**

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**Motion** by C. Buboltz, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:42 p.m.

**NEXT REGULAR MEETING**

**July 17, 2014**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary